

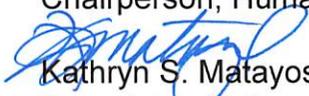


STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

March 15, 2016

TO: The Honorable Brian De Lima
Chairperson, Human Resources Committee

FROM:  Kathryn S. Matayoshi
Superintendent

SUBJECT: **Committee Action on Declaration of Annual Reduction in Force ("RIF") for Classified Employees to Initiate Collectively Bargained Placement Rights for Employees Displaced Due to Changes in Staffing Needs**

1. RECOMMENDATION

It is recommended that the Board of Education (Board) authorize the Department of Education (Department) to commence a reduction in force (RIF) for classified employees so that the Department may initiate the collectively bargained reassignment and bumping rights processes for the affected employees.

2. RECOMMENDED EFFECTIVE DATE

Discussion to occur and action to be taken at the Board's March 15, 2016 Human Resources Committee and General Business meetings.

3. DISCUSSION

a. Conditions leading to the recommendation

Every year, as part of the annual budget process, program managers, principals and affected stakeholders must make decisions about changes in program needs, funding, and/or allocated personnel. When the decisions result in the elimination of filled positions due to either lack of work, lack of need, lack of funds or other legitimate reasons, the employees in those positions may be entitled to placement rights under the respective collective bargaining agreements. Most employees do not separate from the Department but are instead successfully placed in other positions.

Before the Department can initiate the placement processes, it requires Board authorization in the form of a declaration of a "reduction in force" (sometimes referred to as "layoff"). The RIF procedures require a 90-day written notice to the affected employees, which the Department intends to provide by April 1, 2016. Therefore, the Board's action is requested at the March 15, 2016 meeting.

There are currently a total of twenty-one (21) employees whose positions will be affected by the RIF declaration. A summary of the affected positions is presented here:

- Eleven are school positions that will be sold due to changes in the amount and/or use of Weighted Student Formula (WSF) funds;
- Three are positions allocated to the schools for special education, where the allocations will be changed for SY16-17 due to a change in the school's anticipated needs;
- Two are Complex Area /District positions that are being eliminated due to changes in the use of the Indexed Complex Area Allocation (ICAA) funds;
- Two are in the Hawaii Teacher Standards Board, an attached agency, that will be reduced to part-time positions due to reduced workload needs; and
- Three are positions that will be eliminated because the schools' cafeterias are closing due to reduced meal counts.

Additional details regarding the affected positions are available upon request in the Executive Session.

b. Previous action of the Board on the same or similar matters

The Board authorized a RIF in 2015, 2014, 2013, 2012, 2011 and previous years.

c. Other policies affected

None.

d. Arguments in support of the recommendation

The Department's principals, managers and stakeholders have determined the staff reductions are warranted upon consideration of the needs of our students and available resources.

The Office of Human Resources anticipates that most of the affected employees will be placed in other positions within the Department.

e. Arguments against the recommendation

None.

f. Other agencies or departments of the State of Hawaii involved in the action

None.

g. Possible reaction of the public, professional organizations, unions, Department staff, and/or others to the recommendations

The United Public Workers (UPW) and Hawaii Government Employees Association (HGEA) have been notified about the anticipated RIF. Given the customary and annual nature of the RIF declaration, there should be little, if any, negative reaction. The Department will work collaboratively with eligible employees and their unions to find other placements within the Department.

h. Educational implications

The educational implications were the primary consideration for the school/district/state administrators in determining the need to reduce positions.

i. Personnel implications

The Department will follow the staff placement processes in accordance with the respective collective bargaining agreements.

j. Facilities implications

Two schools' cafeterias are converting to satellite kitchens due to meal count reductions.

k. Financial implications

Schools and complex areas possess the ability to redirect resources, as appropriate, to maximize student learning.

4. OTHER SUPPLEMENTARY RECOMMENDATIONS

None.

KSM:AH:wh

c: Office of Human Resources